

SUSTAINABLE BURBANK TASK FORCE
April 19, 2010 MINUTES

I. CALL TO ORDER:

The meeting of the Sustainable Burbank Task Force was held in the Burbank Police Department Meeting Room, 200 North Third Street, on the above date. Mr. Jef Vander Borcht, Chair, called the meeting to order at 4:40 p.m.

II. ROLL CALL:

Members Present:

Dr. Jan Britz
Geoffrey Folsom
Emily Gabel-Luddy
Mark Hardyment
Wendy James
Dr. Maureen Kellen-Taylor
Cynthia La Camera
Ken Lewis
Lisa Rawlins (Vice Chair)
James Smith
Jef Vander Borcht (Chair)

Members Absent:

Jeff Catalano
Nicholas de Wolff
Sharon Springer
Youth Board Representative

Council Members and Staff Present:

Dave Golonski – Council Member, City Council
Anja Reinke – Council Member, City Council
Bonnie Teafora - Public Works Director, Public Works
Sherry Richardson - Administrative Officer, Public Works
Jeanette Meyer - Marketing Manager, BWP
Kreigh Hampel – Recycling Coordinator, Public Works
Jan Bartolo - Deputy Director, PR&CS
Johnathan Frank – Administrative Officer, PR&CS
Tracy Steinkruger - Senior Planner, CDD
Mary Riley – Sr. Assistant City Attorney, City Attorney's Office
Carolyn Scully - Recording Secretary, Public Works

III. ORAL COMMUNICATIONS:

(Limited to items on the printed agenda or items regarding the business of the Sustainable Burbank Task Force. The Task Force has adopted rules to limit oral communications to 2 minutes; however, the Task Force reserves the right to extend this time period.)

A. Public: None

B. Staff/Task Force Members:

Kreigh Hampel, Recycling Coordinator, Public Works, announced that a “green zone” booth will be located at the Downtown Arts Festival on Sunday, April 25, 2010, in celebration of Earth Day, and economist Gunter Pauli will be speaking at Woodbury University on Monday, April 26, 2010, at 6:30 p.m. Mr. Hampel also announced that the Gas Company is offering a class in Biomimicry: Planning and Designing with Nature,

and the Burbank Adult School is offering classes in green landscaping and energy assessment. Mr. Hampel has informational flyers available for anyone interested in attending the landscaping or energy classes at the Burbank Adult School.

Dr. Kellen-Taylor suggested that the Task Force share the “green zone” booth with the Recycle Center at the Downtown Arts Festival on Sunday, April 25, 2010. Mr. Vander Borgh suggested that Task Force members sign-up for times to volunteer.

Mr. Smith reported that he attended the U.S. Green Building conference that included topics on sustainable urban planning and LEED neighborhood development. Ms. Teaford announced that the U.S. Green Building Council awarded the gold certification to the City of Burbank’s Community Services Building.

Mr. Hampel reported that names are being collected from Burbank residents interested in participating in a community based project transforming lawns into gardens. No dates or logistics have been scheduled, but Mr. Hampel will provide more information as it becomes available.

Mr. Vander Borgh reported that Woodbury University has an Arid Land Institute, which is an entity formed as part of the University’s architecture and urban planning program. The Arid Land Institute, in conjunction with the Recycle Center and the City, hosted a series of lectures ranging from academic topics to classes on how to harvest rain water in your home. Speakers included architect Fritz Haeg, author of Edible Estates: Attack on the Front Lawn, a project that proposes replacing the domestic front lawn with a highly productive edible landscape.

Ms. James stated that the League of Cities is voting Thursday, April 22, 2010, on AB32 and SB375 and asked if the City of Burbank has weighed in on the initiatives. Ms. Teaford stated that the City has not taken a formal position on the ballot initiatives. Ms. Teaford will return to the Task Force in May with more information regarding the City’s position on AB32 and SB375.

V. DELEGATION OF AUTHORITY FOR SUPPORT LETTERS PROCESS:

Ms. Riley stated that the Sustainable Burbank Task Force Chair cannot be delegated to make a decision on behalf of the whole Task Force. The Chair can sign a letter in between meetings as the Chair only. Ms. Riley stated that items can be added to the agenda up to 72 hours prior to the scheduled Task Force meeting by contacting Ms. Teaford. Staff will execute an addendum to add an item to the Task Force agenda. Ms. Riley stated that there is a process in place for requests made by boards and committees pertaining to political activities. After a request has been voted on by a board or committee it is relayed to the City Manager who then takes it to the City Council as an agenda item. Mr. Golonski stated that the Task Force can write a letter to the Council with their recommendation on a position. Ms. James asked if it is appropriate for a Task Force member to identify themselves if, for example, a Task Force member were to write a letter to the editor of a newspaper. Ms. Riley stated that Task Force members can identify themselves, but the views that are expressed are solely those of the individual and those views cannot mislead the public.

VI. APPROVAL OF MINUTES:

It was moved by Ms. Rawlins to approve the minutes from the March 17, 2010 meeting and seconded by Ms. Gabel-Luddy. After a brief discussion, the motion was approved by all present.

VII. CENTENNIAL COMMITTEE REPRESENTATIVE:

Ms. Teaford stated that the City of Burbank will be celebrating its centennial incorporation in 2011 and various festivities are being planned by City and community committees. The Centennial Steering Committee has requested that the Sustainable Burbank Task Force appoint a representative to serve on the Burbank Centennial Community Committee. The Task Force agreed to have Jef Vander Borcht, Task Force Chair, serve on the Community Committee and Lisa Rawlins, Task Force Vice Chair, serve as the back-up representative.

VIII. TRAINING /TRAVEL POLICY:

Ms. Teaford presented the City's training and travel policy language as an informational item for the Sustainable Burbank Task Force. As stated in the Council resolution that created the Task Force, Task Force members shall serve in a voluntary capacity; however, members may be allowed reasonable travel and other expenses with the approval of the Task Force and the Public Works Director. Ms. Teaford stated that Task Force members should be aware that no funding has been included in the current FY 2009-10 budget for Task Force member travel or expenses, and due to the budget cuts proposed for FY 2010-11, staff is not proposing to include training or travel funds for FY 2010-11. Ms. Teaford informed the Task Force that a special request for training or travel funding must be endorsed by the Sustainable Burbank Task Force and then taken to Council for approval.

IX. PROPOSED REGIONAL INTERMODAL TRANSPORTATION CENTER AT THE BOB HOPE AIRPORT:

Mr. Hardyment gave a presentation on the proposed multiuse Regional Intermodal Transportation Center at the Bob Hope Airport, which is attached as part of these minutes. The proposed facility would be located on Empire Avenue, just west of Hollywood Way, and across the street from the Bob Hope Airport Metrolink rail stop. Mr. Hardyment stated that the proposed facility intends to include many sustainable features as part of four project components: 1) RITC improvements on the former Lockheed A-1 North property, 2) moving sidewalk and ground access center, 3) acquisition and reconstruction of existing parking facilities at the Bob Hope Airport train station, and 4) improvements on and over City streets. The Task Force expressed concern regarding the design and sustainability of the facility and engaged in discussion following the presentation.

X. PRODUCT STEWARDSHIP PRESENTATION:

Mr. Hampel introduced Susan Collins, a contractor for the California Product Stewardship Council (CPSC). Ms. Collins gave a Power Point presentation on the CPSC and distributed a brochure. Both items are attached as part of these minutes. Ms. Collins informed the Task Force that the California Product Stewardship Council started two years ago as a coalition of local government in response to the universal waste ban. The mission of the CPSC is to shift California's product waste management system from one focused on government funded and ratepayer financed waste diversion to one that relies on producer responsibility in order to reduce public costs and drive improvements in product design that promote environmental sustainability. Ms. Collins' presentation included the history of how waste has changed, prohibited waste and illegal disposal, the proliferation of product waste, extended producer responsibility (EPR), take-back programs, and EPR framework legislation. Ms. Collins asked that the City of Burbank join CPSC to assist local governments throughout the state lobby for statewide legislation, pass resolutions, ordinances, plans, and policies that help support the CPSC concept. Task Force members asked questions of Ms. Collins and staff and engaged in discussion following the presentation.

Ms. LaCamera motioned and Ms. Rawlins seconded, to authorize Kreigh Hampel, Recycling Coordinator, Public Works Department, on behalf of the Sustainable Burbank Task Force, to work with the Zero Waste Subcommittee on the California Product Stewardship Council concept and bring a recommendation to the next scheduled Sustainable Burbank Task Force meeting. The motion was approved by all present.

XI. MARCH 2, 2010 CITY COUNCIL MEETING FOLLOW-UP DISCUSSION AND SUBCOMMITTEE REPORTS:

- A. Ms. Rawlins, on behalf of the Public Outreach Subcommittee, reported that the subcommittee did not meet since the March 17, 2010, Task Force meeting. Ms. Rawlins stated that the City's website survey is planned to launch at the end of April. The website survey will allow the subcommittee to gather feedback from the community and utilize the information to learn how to better approach messaging sustainability. Ms. Reinke suggested that the subcommittee contact Home Depot to get more information about their recycling program in order to post the information on the City's website.
- B. Mr. Smith, on behalf of the Water Subcommittee, reported that the subcommittee would like to schedule future subcommittee meetings with representatives from various departments in the City in order to gain more information on City operations and ask questions of staff to eliminate any redundancy. Mr. Smith reported that the subcommittee could have the most impact on storm water management. The subcommittee would like to look at areas to integrate low impact design concepts for storm water management including redesign of Johnny Carson Park. The subcommittee would also like to work with the design consultant for Johnny Carson Park to have early input on design issues. Mr. Smith reported that the subcommittee would like to be involved in the Olive Avenue Streetscape project, the right of ways along the Burbank Channel project, Monterey High School street tree project, and potential alley greening projects. Mr. Smith stated that the subcommittee took a field trip and visited three projects in the City: 1) Elmer Street in Sun Valley, 2) Sun Valley Park, and 3) Tujunga Wash near Valley College. The subcommittee is scheduled to meet on Friday to tour the Lake Street project and meet with Jeanette Meyer, Marketing Manager, BWP. The subcommittee is also planning to discuss developing a green alley plan in the City and meet with PR&CS staff.
- C. Ms. Gabel-Luddy, on behalf of the Mobility & Urban Design Subcommittee, reported that the subcommittee went over their priorities and had discussions with Jan Bartolo, Deputy Director, PR&CS, Glen Williams, Forestry Services Manager, PR&CS, and Michael Forbes, Deputy City Planner, CDD. The subcommittee discussed the urban tree canopy and what types of trees produce the most benefits for the City. Ms. Gabel-Luddy stated that for the sustainability action plan the subcommittee will make a recommendation with respect to the category of trees. The subcommittee would like to pursue a discussion with Costco about tree coverage and write a letter to the City Manager about their observations in regards to heat gain reduction and rainwater runoff interception in the Costco parking lot. The subcommittee also discussed rewarding residents for introducing sustainable approaches on private property, and would like to re-examine the City's landscape ordinance to bring it to a higher standard that would include revisiting the landscape plan five years after everything has been planted and is growing. The Task Force requested a copy of the PR&CS tree presentation. Ms. Bartolo offered to give the presentation at the next scheduled Task Force meeting in May. Ms. Teaford will include the presentation on the May 17th agenda. The Task Force engaged in discussion following the subcommittee report.

- D. Mr. Lewis, on behalf of the Energy Subcommittee, reported that the subcommittee recommends developing a City policy to mitigate and reverse the urban heat island effect in Burbank. Mr. Lewis distributed hand-outs, attached as part of these minutes, and discussed the cool roof reflectance study, white roofs, subcommittee initiatives for adoption, and trees in the public right of way. Mr. Lewis also reported that the subcommittee has been following AB811 which will allow property owners to make energy efficiency improvements through low-interest loans. Mr. Golonski stated that AB811 is currently scheduled for availability in September 2010, but the amount of funding is limited for both residential and commercial applicants.
- E. Dr. Kellen-Taylor, on behalf of the Zero Waste Subcommittee, reported that the subcommittee is focusing on waste diversion to extend the life of the Landfill which focuses on three aspects: 1) re-thinking both the strategy and the request for funds for the Burbank Green Alliance, 2) researching best practices for a resource recovery center, and 3) reporting regularly to the Task Force and Council with updates on the continuing activities of the CPSC. Dr. Kellen-Taylor reported that the subcommittee has arranged an interview with Mr. Golonski on radio channel KPFK and will continue conversing with the California Product Stewardship Council via telephone conference calls.

Ms. Teaforde will provide the Task Force with a one page condensed version of all subcommittee priorities for the May 17th meeting.

Ms. Teaforde stated that no meetings have been scheduled for the Olive Avenue Streetscape project and will inquire about the status of that project and return to the Task Force on May 17th with an update. The Task Force discussed items appearing on future Council meeting agendas. Ms. Teaforde announced that the Council Goal Setting Session will take place on May 6, 2010, at 3:00 p.m.

XII. ADJOURNMENT:

The meeting was adjourned at 7:15 p.m. The next regularly scheduled meeting will be held on Monday, May 17, 2010, at 4:30 p.m. at the Burbank Police Department Community Room, 200 North Third Street.

Respectfully submitted,

Bonnie Teaforde, Public Works Director
BT: jb

***Attachments:**

Proposed Intermodal Regional Transportation Center Presentation
California Product Stewardship Council (CPSC) Power Point Presentation
CPSC Brochure
Energy Subcommittee Report